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**PROCEDURE PR.622.IT**

**TITLE: ACCEPTABLE USE OF COMPUTERS AND INTERNET/INTRANET TECHNOLOGY**

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**1.0 OBJECTIVE**

To provide operational guidelines for the use of the Board's Technology and Internet service by staff, students, school councils, parents, school volunteers and community members.

**2:0 DEFINITIONS**

- 2.1 **Board Internet** means the Internet or Intranet, running over the WAN.
- 2.2 **WAN** means Wide Area Network
- 2.3 **Internet** means an electronic communications system connecting thousands of computers all over the world through which millions of individual subscribers can interact and share information.
- 2.4 **Intranet** means a network of computer servers holding and sharing information that is accessible only from within an organization, from one networked machine to another.
- 2.5 **Virus** means a destructive computer program that copies or attaches itself to an existing program without your permission.
- 2.6 **User** means all staff, students, volunteers, parents, school councils, school volunteers and community members. i.e., any person using OCDSB Technology equipment.
- 2.7 **Generic web page** means a web page that is produced centrally and posted for each OCDSB school, and linked to the OCDSB main pages.
  - (a) All generic pages contain the following information:
    - (i) name of school;
    - (ii) address of school (including postal code, province and country);
    - (iii) telephone and fax numbers (including area code);
    - (iv) names of principal, vice-principal, school office administrator, building superintendent;
    - (v) grade configuration and special programs offered; and
    - (vi) date that the page was changed.

- (b) Optional components of the generic page are:
  - (i) school logo;
  - (ii) photo of the school;
  - (iii) message from the principal; and
  - (iv) school e-mail link.

- 2.8 **IRC** means Internet relay chat or Chat. Chat is a method of communicating with others on line in real time. Users meet at a particular site to discuss subjects. Private conversations are also possible.
- 2.9 **ISP** means Internet Service Provider. A user with an account, either obtained free, or for a fee, dials in to an ISP to connect to the World Wide Web.
- 2.10 School web pages are all school and school council pages hosted on OCDSB servers and/or directly accessed from them.
- 2.11 Supervisor/Manager-any employee who is overseeing people using technology. For example, the supervisor of a student would be the teacher.
- 2.12 Automatic content from the web is content which can be displayed automatically on a web page without being vetted and authorized by a Board employee. Examples could include guest books or message boards.

### **3.0 RESPONSIBILITY**

Superintendent of Business and Learning Technologies, Principals, Supervisor/Manager

### **4.0 PROCEDURES**

#### **4.1 User Responsibility**

- 4.1.1 Users will not transmit, relay or receive information or materials that are threatening, racist, pornographic, or that are malicious, inappropriate and/or unlawful. Note that E-mail constitutes a legal document. Existing laws for libel and/or defamation of character apply. E-mail is also subject to legal subpoena. See Board policy P.049.IT: Electronic Communications Systems and Board Procedure PR.538.IT: Electronic Communications Systems.
- 4.1.2 All users will acknowledge their rights and responsibilities by becoming familiar with Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology and this procedure. The Board has the right to monitor the individual uses of its technology. To facilitate regular planning and reporting, the Board does monitor the general use of its technology, but, with due cause, has the right to review data located on any storage device, whether on servers or on an individual workstation, with or without prior notification of the user. Principals/Managers suspecting inappropriate and/or unlawful use of Board computer equipment will consult their Superintendent immediately.

- 4.1.3 All users who are not employees of the Board who apply for access to this service will sign and submit to the appropriate supervisor/manager the agreement included as Attachment 1 to this procedure, to abide by this Board policy and accompanying procedure (see Attachment 2 for abbreviated version of policy and procedure to be read and understood prior to signing this agreement).
- 4.1.4 If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately exit, attempt to take “two browser clicks back”, and disclose the inadvertent access to an appropriate supervisor/manager. This disclosure may serve as a defence against an allegation that the user has intentionally violated Board policy and procedure. A user may also, in certain rare instances, access, create or transmit otherwise unacceptable materials if necessary to complete an assignment, and if done with prior approval and with appropriate guidance from the principal or supervisor/manager.
- 4.1.5 Users will exercise extreme caution about revealing personal information to others. For example, passwords should not be shared with family or friends, nor should personal information be divulged.
- 4.1.6 Users will not gain unauthorized access to information resources, another person's materials, information or files without permission of that person, nor will they attempt to log on as another user.
- 4.1.7 Users will familiarize themselves with and respect copyright laws and licensing agreements. Users will not plagiarize works, for example text or images they find on the Internet, nor will they use another person's property without that person's prior approval or proper citation.
- 4.1.8 Users must keep their expectations moderate. They will not upload or download inappropriately large files, for example music or video files, as determined by the administrator of their account, as network drive space is limited. All uploading, downloading and printing must occur within the guidelines set by the supervisor/manager.
- 4.1.9 Exclusions
- (a) Users will not use the Board Technology:
- (i) to conduct or assist to conduct political campaigns for municipal, provincial or federal elections, including advocating for or against specific candidates;
  - (ii) to communicate or divulge inappropriate information about individuals;
  - (iii) to conduct a business;
  - (iv) to pursue unauthorized commercial purposes or financial gain unrelated to the business of the school Board; or
  - (v) to offer or provide goods or services, or to advertise products.

- (b) To maximize the efficacy of the Board's network, users will not use the Board Internet to search for or purchase goods or services for personal use. Note that PR.538.IT Electronic Communications Systems, sections 2.4 and 4.1.2, a) and b) apply.

- 4.1.10 Users must report any hardware, software or security problem immediately to their supervisor/manager. Unnecessary demonstration of any hardware, software or security problem to other users is prohibited, as is intentionally finding or exploiting security gaps, experimenting on the school's network, or using the Board system in such a way as to disrupt the use of the system by other users.
- 4.1.11 Vandalism is prohibited. Vandalism is defined as any malicious attempt to disrupt, degrade, harm, modify, disable or destroy data or property of another user or organization, computer or network hardware or software, wiring or network system itself. This includes, but is not limited to, the uploading, creation transmission or installation of computer viruses, viral files or malicious software. Use of non-OCDSB hardware or software, for example personal laptops, handheld devices or peripheral devices, on the network environment is prohibited without the authorization of the supervisor/manager.
- 4.1.12 The use of any form of electronic communication such as e-mail, chats or newsgroups without an educational task/focus/issue constitutes inappropriate behaviour. When using electronic communication for educational purposes, network etiquette conventions apply, and all terms and conditions of use outlined in Board policy P.049.IT: Electronic Communication Systems must be followed.

#### 4.2 Author Responsibility

- 4.2.1 It is the choice of individual schools and departments whether or not they wish to post additional pages to the OCDSB main site. Schools and departments are not limited in either size or scope of their pages, but only by their own creativity, and availability of human resources and time. The following are to be observed:
  - (a) Schools and departments should contact Communications if any information on the OCDSB standard pages should be corrected. Schools and departments that choose to maintain their own page apart from the standard one must follow the outlined procedures.
  - (b) As official documents may be updated at any time, those managing the school/department websites should link but not re-post official Board documents.
- 4.2.2 The principal/manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (See Attachment 3 for Abbreviated Checklist of Web Authoring Procedures.)
- 4.2.3 Only Board employees and those designated by the Business and Learning Technology department may manage and maintain Board websites, under the direction of the principal/manager.

- 4.2.4 The content of Board web pages must be consistent with the educational aims of the Ottawa-Carleton District School Board and be consistent with the letter and the spirit of Board policy.
- 4.2.5 Hyper links from school/department web pages to non-OCDSB sites are permitted for educational purposes but these links must be checked regularly to ensure the links are functioning and the content remains appropriate. Examples of this would include a teacher's homework site or OCASC and individual school council web sites.
- 4.2.6 Web pages created on non-Board servers for curriculum or communication purposes must be linked directly from a web page residing on an OCDSB server. The content of each web page must be consistent with the educational aims of the Ottawa-Carleton District School Board and with the letter and the spirit of Board policy. These web pages must be checked regularly to ensure the links are functioning and the content remains appropriate.
- 4.2.7 Personal web pages for students and staff will not be supported. While students may create content pages under their instructor's supervision, they may not create personal web pages about themselves. Similarly, staff members may create pages, which are education oriented. Linking to a student's or staff member's personal web page on an external site is not permitted.
- 4.2.8 School web pages must not contain commercial or promotional advertising. School events and fundraising activities are acceptable, as are acknowledgements of school partnerships or sponsorships. Schools may provide links to partners' or sponsors' web pages, but these links must be checked regularly to ensure the links are functioning and the content remains appropriate.
- 4.2.9 No automatic content is to appear on OCDSB web pages.
- 4.2.10 No content should enable people accessing the page to contact any individual directly or indirectly without that individual's knowledge and consent. Requests for further information should be directed to the school's e-mail address.
- 4.2.11 With written permission, as described below, pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. Prior to posting names or photos of students or staff on the web page, a signed release form must be obtained from the parents/guardians/staff or student, if 18 years of age or older. (See attachment 4)
- 4.2.12 Written permission must be obtained to post names on the web. Full names should not be used. (See attachment 4)
- 4.2.13 Document file names for pages and images must be checked to ensure that individuals' names do not appear, for example, marysmith.gif, jimpaul.gif are unacceptable.

- 4.2.14 Copyright must be respected. The author of a web page must not use copyrighted materials without written permission. The use of a student's work must be authorized in writing by the student, the principal, and the parent/guardian, if the student is younger than 18 years of age.
- 4.2.15 The school's/department's web page must include a link to the Ottawa-Carleton District School Board's web page (<http://www.ocdsb.edu.on.ca>)
- 4.2.16 The date of the last update to the page must be clearly identified. If the school's/department's page has not been updated in six months, the link from the generic page to the school/department's page may no longer be operative and the generic web page will be all that is available for this school/department.
- 4.2.17 The school's main web page must be named index.htm or index.html. If a principal's/manager's message exists as a separate page, the file must be named pmess.htm or pmess.html.
- 4.2.18 Because anyone on the Internet can access the site including thieves, photos or write-ups about well-equipped computer labs or other valuable resources must not be included. For instance, authors may say that the school is making effective use of computer technology, but should not provide a list of hardware. Authors could include a photo showing one or two computers in use, but not a whole lab.

#### 4.3 B&LT Responsibility for Technology: Availability, Reliability and Quality of Service

- 4.3.1 The OCDSB will endeavour to provide reliable and quality service to all users during business hours.
  - (a) The OCDSB makes no warranty of any kind, whether expressed or implied, for the service provided.
  - (b) The OCDSB will not be responsible for any damages suffered, including loss of data resulting from delays or service interruptions.
  - (c) The OCDSB specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.
  - (d) OCDSB staff will attempt or assist to track down the source of any inappropriate information, e-mail message, etc., but may not always be able to do so technically, quickly or completely. Therefore OCDSB/B/LT staff will not be held responsible if a source of trouble cannot be located, even if notified of that problem.
  - (e) Use of any information obtained via the Internet is at the user's own risk.

- 4.3.2 The OCDSB has installed web filtering software. This filtering software helps to block out many objectionable sites, but by no means all of them. The filter presently in use blocks known sites, and it uses intelligence algorithms to block sites the filter deems questionable. Educating our users, with regard to appropriate use and encouraging compliance with Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology remains the best protection.

#### 4.4 Misuse and Consequences of Misuse

- 4.4.1 If an OCDSB computer user violates any of the above terms and conditions, one or more of the following consequences may occur:

- (a) suspension or cancellation of use of access privileges;
- (b) payment for damages and repairs;
- (c) discipline under other appropriate Board policies, including suspension, expulsion, exclusion or termination of employment; or
- (d) civil or criminal liability under other applicable laws.

Should an infraction occur, Board and/or school administration may immediately revoke user privileges at any time. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the Board's WAN and all related services.

### 5.0 **APPENDICES:**

- Attachment 1: Acceptable Use of Computers and Internet/Intranet Technology Agreement Form  
Attachment 2: Acceptable Use of Computers and Internet/Intranet Technology Policy – Abbreviated Version  
Attachment 3: OCDSB Web Authoring Procedures, Abbreviated Checklist Version  
Attachment 4: School Website Permission Form

### 6.0 **REFERENCE DOCUMENTS**

*The Education Act*, as amended, Section 170  
Board Policy P.049.IT: Electronic Communications Systems  
Board Policy P.074.IT: Computer Network Security  
Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology  
Board Procedure PR.538.IT: Electronic Communications Systems  
Board Procedures PR.564.IT: Computer Network Security



## Acceptable Use of Computers and Internet/Intranet Technology Agreement Form

Please fill out, print, sign and return to the school.

To Students, Parents/Guardians and Community Members:

By signing below you are indicating that you have read the Ottawa-Carleton District School Board **Acceptable Use of Computers and Internet/Intranet Technology Policy** (*Abbreviated Version*) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site:

[http://www.ocdsb.ca/au\\_pp\\_main.asp](http://www.ocdsb.ca/au_pp_main.asp)

As a student or community member who signs this document, you agree to abide by Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology and understand that your failure to live up to this agreement will have consequences that must be accepted. You also clearly understand that there may not be a second chance.

As a parent/guardian who signs this document, you are aware of the behaviour expected of students, and that the use of the Internet in Ottawa-Carleton District School Board sites is strictly for educational purposes. Staff will make every attempt to ensure use of this technology is in line with Board Policy and specifically Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology and Procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology.

Student's/Community Member's Full Name: \_\_\_\_\_

Student's/Community Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### If student is younger than 18 years of age:

Parent/Guardian's Full Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Acceptable Use of Computers and Internet/Intranet Technology Policy – Abbreviated Version**

All Computer use must support education for classroom activities and/or professional or career development. Uses which might be acceptable on a user's private personal computer /account on another system, may not be acceptable on this dedicated network.

The Board supports efficient, ethical and legal utilization of Technology and Internet resources. The smooth operation of the network is dependent upon user adherence to the guidelines outlined in accompanying Board procedure PR.622.IT Acceptable Use of Computers and Internet/Intranet Technology. Proper conduct results in efficient, ethical and legal use of the resources.

#### **User Responsibility**

- Users will not transmit, relay or receive information or materials that are inappropriate and/or unlawful. (4.1.1.)
- All users will become familiar with this policy and procedure. The Board has the right to monitor all electronic communication. (4.1.2)
- All non-Board employees will sign the user agreement (4.1.3)
- If a user accesses unacceptable materials, he/she will follow an identified procedure as outlined in Board Procedure PR.622.IT. (4.1.4)
- Users will exercise extreme caution about revealing personal information to others. Users will not share passwords or gain unauthorized access to information resources, another person's materials, information or files or attempt to log on as another user without permission of that person,. (4.1.5 and 4.1.6)
- Users will familiarize themselves with and respect copyright laws and licensing agreements. (4.1.7)
- Users must keep their expectations moderate. (4.1.8)
- Users will not use Board Technology Internet/Intranet for political purposes, the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school Board.(4.1.9)
- Users must report any hardware, software or security problems immediately to their supervisor/manager. (4.1.10)
- Vandalism and/or the unauthorized use of non-OCDSB hardware or software on the network environment is prohibited. (4.1.11)
- Use of electronic communication such as e-mail, chats or newsgroups without a specific identified educational task /focus/issue is inappropriate (4.1.12)

#### **Misuse and Consequences of Misuse**

If any of the above terms and conditions are violated, the following consequences may occur:

- a) suspension or cancellation of use of access privileges;
- b) payments for damages and repairs;
- c) discipline under other appropriate Board policies, including suspension, expulsion, exclusion or termination of employment; or
- d) civil or criminal liability under other applicable laws.

Should an infraction occur, Board and/or school administration may immediately revoke user privileges at any time. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the Board's WAN and all related services.

**OCDSB Web Authoring Procedures**  
**Abbreviated Checklist Version**

- ❑ Schools and departments may request changes to the standard page or post additional pages to the OCDSB main site by following procedures outlined by the Business and Learning Technology department. (4.2.1)
- ❑ The principal /manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (4.2.2)
- ❑ Only Board employees and those designated by the Business and Learning Technologies Department may manage and maintain the website, under the direction of the principal/manager. (4.2.3)
- ❑ The content of any Board web page must be consistent with the educational aims, policies and procedures of the Ottawa-Carleton District School Board. (4.2.4)
- ❑ Hyper links from school/department web pages to non-OCDSB sites are permitted only for educational purposes. (4.2.5)
- ❑ Web pages created on non-Board servers for curriculum or communication purposes must be linked directly from the school's OCDSB web page. (4.2.6)
- ❑ Personal web pages for students and staff will not be supported. Linking to a student's web page or staff member's personal page on an external site is not permitted. (4.2.7)
- ❑ School web pages must not contain commercial or promotional advertising. Schools can acknowledge and link to partners' or sponsors' web pages. (4.2.8)
- ❑ No automatic content is to appear on OCDSB web pages. (4.2.9)
- ❑ No content should enable people accessing the page to contact anyone other than the designated contact. (4.2.10)
- ❑ Pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. A signed release form must be obtained from the parents/guardians/staff/student. (4.2.11)
- ❑ Written permission must be obtained to post names on the web. Full names should not be used. (4.2.12)
- ❑ Document file names for pages and images must be checked to ensure that individuals' names do not appear. (4.2.13)
- ❑ Copyright must be respected. (4.2.14)
- ❑ The school/department's web page must include a link to the Ottawa-Carleton District School Board's web page (<http://www.ocdsb.edu.on.ca>) (4.2.15)
- ❑ The date of the last update to the page must be clearly identified. (4.2.16)
- ❑ The school's main web page must be named index.htm or index.html. If a principal's/manager's message exists as a separate page, the file must be named pmess.htm or pmess.html. (4.2.17)
- ❑ Photos or write-ups about well-equipped computer labs or other valuable resources must not be included. (4.2.18)



## SCHOOL WEB SITE PERMISSION FORM

Date: \_\_\_\_\_

Dear Parents/Guardians:

We are creating a web site for our school.

We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their child's name, work or photo displayed on the web. Photos, student work and names will only be displayed with the principal's permission and will not be used for commercial gain.

Please fill in the following permission form and return by \_\_\_\_\_.

Yours truly,

Principal

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I consent to my child's

- ☐ school work, (text, videotape, audio, art...etc)
- ☐ name
- ☐ photo/image/video image being used on the school web site.
  
- ☐ I do **NOT** consent to my child's work, name or photo/image/video image being used on the school web site.

Student name (please print)	
Grade	
Signature of parent/guardian	
Date	

The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing work, names or photo/image/video image to be placed on the school web site. Please contact your principal if you wish to discuss this form.